

Draft March 8, 2016

**Larger County
Block Grant Proposal Review**

Reviewer: _____

Total Score: _____ /118

Circle county: Allen, Bartholomew, Clark, Delaware, Floyd,
Hamilton, Howard, Kosciusko, Lake,
LaPorte, Madison, Marion, Monroe, Porter,
St. Joseph, Tippecanoe, Vanderburgh, Vigo

Organization:

- **Responses must score at 60% or more (71-118 points) to be considered to receive funding.**
****Applications scored between 60 and 70% (71 - 83 points) will be asked for a revision and or additional information before funding is granted.**
****Applications scored between 70 and 99% (84 – 117 points) may be asked for additional information or revision before funding is granted.**

Section 1 Attachment A: Respondent Information	Completed form	Possible Points	Points Received	Total
		1		___/1

Section 2 County Assessment	Not to exceed 6 pages	Possible Points	Points Received	Total
	a) Using pertinent data, select which of the Indiana Strategic Substance Abuse Prevention and Mental Health Promotion Target(s) are a shared concern of the local community and identify community risk and protective factors or county determinants which will be addressed through this effort. Identify the county/community's most pressing problems and needs. Applicants shall focus their efforts on substance abuse prevention targets.	6		
	b) Identify any sub populations or diverse populations that have increased risk or protective factors and health disparities that are present in the county or in communities within the county. Identify gaps in prevention services to sub communities within the county (i.e. Latino, medically underserved, LGBTQ populations, etc.)	3		
	c) Identify any cultural adjustments that will need to be considered when addressing substance abuse prevention within the county.	3		
	d) Outline a plan to sustain assessment activities throughout the course of the grant and beyond. At a minimum, communities should propose updating the county needs assessment, community readiness/resource assessments in accordance with contract deliverables in year one and year three of the program efforts.	3		
	e) Provide proof of school and college agreement to participate in the Indiana Youth Survey, Indiana College survey or a survey instrument that could be substituted to measure program outcomes. Applicants will need to obtain baseline data for the project.	3		
	Comments about County Assessment Section:			

				___/18
Section 3 Capacity / Capacity Building Efforts	Not to exceed 8 pages	Possible Points	Points Received	Total
	a) Provide a description of the applicant's historical and current substance abuse prevention efforts. Describe previous efforts from both the applicant and the county that have been undertaken to increase community awareness; garner key stakeholder support; coordinate and collaborate across agencies; and expand monetary and in kind resources.	6		
	b) Describe current efforts and past to address prevention services to diverse groups within the county.	3		
	c) Describe applicant's participation in a coalition effort that has been in existence at least 12 months. Describe coalition strengths. Applicants shall coordinate and collaborate with this coalition throughout the funding process.	3		
	d) Describe previous community training and substance abuse prevention awareness building. Describe coalition's previous preparation (i.e. training, previous funding, and community prevention workforce) for prevention efforts	3		
	e) Outline a plan to sustain county and coalition capacity and capacity building throughout the course of the grant and beyond.	3		

		Comments about Capacity / Capacity Building Efforts Section:			
					___/18
Section 4 Strategic Plan	Not to exceed 8 pages		Possible Points	Points Received	Total
	a). Submit a logic model for proposed program efforts, including data based consequences of use, risk and protective factors and other determinants, behaviors addressed, strategies proposed clearly linked to contributing factors and proposed process and outcome measures. Use <i>Indiana's Evidence Based Practice Guide</i> for selection of evidence based programs. (Programs which are not on this list must either be less than 30% of the strategy budget or be submitted for consideration of evidence based using the proposed format and which will be negotiated and approved after the applicants are awarded.) Include linkages to the SPF components of assessment, capacity building, cultural competence, sustainability and evaluation in the strategic plan. County assessment may indicate prevention needs across the lifespan. If that is the case and the applicant will be addressing them as part of their comprehensive efforts, include evidence based programs, policies and practices to implement and if necessary, partner with another agency in a sub recipient agreement to address these needs.		12		
	b) Propose at least one evidence based prevention policy or practice for implementation within each county which supports the applicant's logic model and contributes to Indiana's Strategic Substance Abuse Prevention and Mental Health Promotion targets.		2		

	c) Describe cooperative agreements or memorandum of understandings with at least two other community prevention providers to administer prevention services that have expertise in service delivery or target populations that the primary agency does not. This should include payment for services rendered.	4		
	d) Describe proposed workforce development training for staff and subcontractors of the project. Agree to attend all DMHA required training up to 6 on site trainings and 6 webinar based trainings annually. Applicant may propose other training and workforce development activities and is expected to comply with ongoing technical assistance.	3		
	e) Outline a plan to sustain planning activities throughout the course of the grant and beyond.	3		
	Comments about Strategic Plan Section:			
				/24
Section 5 Implementation	Not to exceed 8 pages	Possible Points	Points Received	Total
	a) Provide a quarterly timeline for program activities through June 2018.	3		
	b) Propose evidence based prevention strategies of at least 70% of program dollars. Describe efforts across the lifespan if needs assessment merits such work. These programs should link clearly to the proposed logic model.	6		
	c) Estimate numbers served during State Fiscal Year 17 and State Fiscal Year 18. Provide a rationale why this number served is of good value to the State of Indiana with limited prevention funds. Activities and numbers served should be reasonable expected to, over time, prevent substance misuse and abuse	3		
	d) Outline a plan to sustain program activities throughout the course of the grant and beyond.	3		

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	Comments about Implementation Section:			____/15
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Section 6 Evaluation Capacity	Not to exceed 3 pages	Possible Points	Points Received	Total
	a) Propose process for monitoring program fidelity and program outcomes.	2		
	b. Describe current capacity and activities around data collection and project evaluation.	2		
	c. Outline a plan to sustain evaluation activities throughout the course of the grant and beyond.	3		
	Comments about Evaluation Capacity Section:			____/7

Section 7 Cultural Competence	Not to exceed 2 pages (Similar measures previously have been assigned point values in other sections)	Possible Points	Points Received	Total
	a) Describe the applicant's capacity to deliver culturally competent prevention programming.	2		
	b) Describe the applicant's ability to involve diverse groups in coalition building and service delivery.	2		
	Comments about Cultural Competence Section:			____/4

Section 8 Description of Key Staff	As many pages as needed	Possible Points	Points Received	Total
	a) Provide a description of key staff, if available, or submit a proposed job description. (At least one full time equivalency is required for the project. Additional staff positions may be include dependent upon proposed plan of action.) All job description of project program staff should include SAPST training.	3		
	b) Highlight key staff and/or agency capacity to carry out proposed activities.	2		
	Comments about Description of Key Staff Section:			
				<u> </u> /5

Section 9 Proposed Budget	Complete Attachment B and Budget Summary Narrative for both State Fiscal Year 2017 and 2018	Possible Points	Points Received	Total
	a) Complete attached forms. Sites should submit completed forms for FY17 and FY18 separately. Include budget for proposed training and staff should plan to attend semiannual business meetings with DMHA or DMHA's designee.	6		
	b) Attach a separate document detailing proposed program, policy, and practices implementation budget which delineates 70% of funds spent on evidence based categories. Staff time should be allocated to the program in addition to materials, training, subcontracting or other costs.	6		
	c) Proposed budget is deemed reasonable and of good value to the State of Indiana	6		

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	Comments about Proposed Budget Section:			___/18
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Section 10 Attachments	As many pages as needed	Possible Points	Points Received	Total
	a) Letter of support from the Local Coordinating Council (LCC) for this effort.	2		
	b) Letter of support from the System of Care initiative in the county served.	1		
	c) Documentation (a list of meetings and activities is acceptable) of ongoing participation in a coalition that addresses alcohol, tobacco or other drug misuse or abuse prevention.	2		
	d) Signed memorandum of understanding between applicant agency and at least two other prevention providers in the community to implement evidence based prevention programs, practices or policies during the grant period.	2		
	e) Most recent financial audit or other documentation of organizational financial capacity.	1		
	Comments about Attachments Section:			___/8